How to Post Jobs at Local Universities & Colleges

WMU
Contact Bronco Jobs at 387-2745 or you can send the internship information in an email to broncojobs@wmich.edu

KVCC
For information and/or to post an internships, contact the Internship Coordinator at 488-4344. Internship positions can also be posted directly on KVCC's website at **http://employment.kvcc.edu**.

Programs of Study with Internships
Accounting General Marketing Graphic Design
Administrative Assistant/Support Medical Office Assistant Information Processing Specialist
Automotive Technology Legal Office Assistant Machine Tool Technology
Business Administration Drafting/CAD Design Quality Management
Chemical Technology Electrical Technology Welding Technologies
Computer
Technician/Programming
Heating, Ventilation
& Air Conditioning
Web Design/
Development/Programming

Kalamazoo College
Go to the "K Connect" webpage at http://www.kzoo.edu/careerdevelopment/employers.php, and read through the directions. After reading, click on the "To post a position please visit *K-Connect* ," to create a login name and password. Make sure to disable any pop-up blockers as this will not allow you to create an account. After creating an account, you will then follow directions to post the job or internship position you are looking to have filled. If you have questions contact the Kalamazoo College Center for Career & Professional Development at 269-337-7183.

Davenport University

Fill out or print the attached Davenport Job Order Form and return to either the email or fax number listed on the form.